



**KING COUNTY**  
**CORRECTIONS OFFICER**  
**DEPARTMENT OF ADULT AND JUVENILE DETENTION (DAJD)**

**Hourly Rate Range: \$18.26 - \$26.31**

**Job Announcement: 04PS4625**

**Open: 10/4/04      Close: Open Continuous**

***This recruitment will be used to create a list of eligible candidates to fill future vacancies.***

**WHO MAY APPLY:** This recruitment is open to the general public.

**WHERE TO APPLY:** Mail required forms and materials to: **Department of Adult and Juvenile Detention, Attn: Human Resources, King County Correctional Facility, 500 5th Ave, Seattle, WA 98104.** Materials may also be dropped off at: DAJD Admin. Offices, King County Courthouse, 516 - 3<sup>rd</sup> Ave., Room E-245, Seattle, WA. Application materials must be received **by 4:30 p.m.** on the closing date. **(Postmarks are ACCEPTED.)** Contact **(206) 296-4114** for further inquiries.

**PLEASE NOTE:** Applications not received at the locations specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** Submit the following: [King County application form](#) and supplemental questionnaire.

**WORK LOCATION:** Work assignments may be at the King County Correctional Facility in Downtown Seattle OR the Regional Justice Center in Kent.

**WORK SCHEDULE:** Positions work a 40-hour work week and are overtime eligible. Must be available to work varied shifts which include days, swing, graveyard, and weekends.

**PRIMARY JOB DUTIES INCLUDE:** Operate jail on a 24-hour, 7 days per week basis. Incumbents work assigned shifts, including weekends and holidays, with varying days off. Incumbents are responsible for booking, releasing, and security work within the County jail facilities and Work Release Unit.

1. Receive inmates into custody; input personal data on the computer. Sign off warrants, search inmates.
2. Record personal data on required logs and files. Check computer for outstanding warrants.
3. Enforce rules and jail regulations according to standard operating procedures and applicable state statutes.
4. Instruct inmates on jail regulations and procedures.
5. Respond to emergency situations and use physical restraints and physical force when necessary.
6. Summon medical attention for inmates on an emergency basis.
7. Assume responsibility for movement of inmates within assigned area of jails.
8. Assign and direct work of inmate workers and other inmates in the cleaning and maintenance of jail areas.
9. Oversee activities of inmates, including recreation, educational classes, visitation time, and counseling interviews with attorneys, social workers, and other authorized personnel.
10. Operate control room; monitor closed circuit television cameras of jail and control all entrances, doors, and gates within the jail. Watch for potentially dangerous situations and other inappropriate jail conditions.
11. Answer phone calls and relate approved information concerning inmates to relatives, attorneys, probation and police officers, and others.

12. Coordinate with district, superior, municipal, and federal courts to ensure that inmates appear as scheduled for trial.
13. Operate a motor vehicle to escort and transport inmates to courts and other facilities or institutions.
14. Collect and distribute inmate commissary requests, as required.
15. Release inmates according to standard operating procedures and established procedures for release, such as posting bond, payment of bail, and personal recognizance, as authorized by the courts.
16. Process and maintain commitments according to established procedures.
17. Write reports concerning any problem, observation or emergency situations or occurrences within the jail.
18. Restrain inmates and use force, including deadly force within prescribed policies, procedures and local, state and federal laws.

**MINIMUM QUALIFICATIONS:** Twenty-one years of age *plus* a high school diploma or GED. Must possess or be able to obtain a valid Washington State Driver's License by the time of employment.

**SELECTION PROCESS:** The candidates selected for this position must successfully complete a **written examination, a thorough background investigation, including a polygraph examination, psychological testing/evaluation, and physical examination.** Candidates must also successfully pass a physical entrance exam and complete the four-week Corrections Officer Academy, a three-week orientation, six weeks assigned to a Field Training Officer, and a one-year probationary period. All candidates must be able to participate in rigorous physical training at the academy and must be able to work with inmates in physical situations.

**NOTE:** If you have failed the Dept. of Adult & Juvenile Detention's background investigation process within the past two years, your application will not be considered at this time.

**UNION MEMBERSHIP:** Positions in this classification are represented by the King County Corrections Guild.

**CLASS CODE: 1404**

**CORRECTIONS OFFICER**  
**(Job Announcement: 04PS4625)**  
**APPLICANT QUESTIONNAIRE**

Name:  
(print)

Social Security  
Number:

In order to apply for these positions, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. **All answers will be verified in the course of the required background investigation and polygraph examination. Dishonest answers will be grounds for rejecting your application.**

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.?	YES	NO
WILL YOU BE AGE 21 OR OLDER BY THE DATE THIS ANNOUNCEMENT CLOSES?	YES	NO
<b>CAN YOU PASS A THOROUGH BACKGROUND INVESTIGATION AND PROVIDE COMPLETE AND ACCURATE INFORMATION TO INVESTIGATORS?</b> Applicants are required to pass a thorough investigation of their background, including a polygraph examination. This includes an investigation of conviction records, employment and education history, character and reputation in the community, etc. Applicants may be rejected for criminal behavior, drug use, or any indications in the areas listed.	YES	NO
<b>HAVE YOU BEEN CONVICTED OF A FELONY AS AN ADULT?</b>	YES	NO
<b>HAVE YOU BOUGHT, SOLD, POSSESSED, TRANSPORTED OR USED MARIJUANA WITHIN THE LAST THREE YEARS?</b>	YES	NO
<b>HAVE YOU BOUGHT, SOLD, POSSESSED, TRANSPORTED OR USED ANY OTHER CONTROLLED SUBSTANCE SUCH AS COCAINE, OPIATES, LSD, OR OTHER ILLEGAL, NON-PRESCRIPTION DRUGS WITHIN THE LAST FIVE YEARS?</b>	YES	NO
<b>HAVE YOU EVER COMMITTED ANY SERIOUS ILLEGAL ACTS (WHETHER OR NOT YOU WERE CAUGHT)?</b> (This does <i>not</i> include crimes such as shoplifting a pack of gum as a juvenile.) <i>Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	YES	NO
<b>HAVE YOU BEEN FREQUENTLY LATE OR ABSENT FROM WORK WITH YOUR CURRENT OR PAST EMPLOYERS?</b>	YES	NO
<b>HAVE YOU PREVIOUSLY FAILED OR WITHDRAWN FROM ANY PART OF A BACKGROUND INVESTIGATION?</b>	YES	NO
<b>HAVE YOU EVER BEEN TERMINATED OR RESIGNED IN LIEU OF TERMINATION FROM ANOTHER CRIMINAL JUSTICE AGENCY?</b>	YES	NO
<b>HAVE YOU EVER BEEN CONVICTED OF DOMESTIC VIOLENCE OR RELATED OFFENSES INVOLVING PHYSICAL VIOLENCE?</b>	YES	NO
<b>DO YOU POSSESS A VALID WASHINGTON STATE DRIVER'S LICENSE OR CAN YOU OBTAIN ONE BY THE DATE OF EMPLOYMENT?</b>	YES	NO
<b>ARE YOU WILLING TO WORK ANY SHIFT OR HOURS, INCLUDING DAYS, SWING, GRAVEYARD, HOLIDAYS AND WEEKENDS?</b>	YES	NO
<b>ARE YOU WILLING TO UNDERGO A THOROUGH MEDICAL EXAMINATION, PSYCHOLOGICAL EVALUATION, AND BACKGROUND INVESTIGATION, INCLUDING A POLYGRAPH, AS A CONDITION OF EMPLOYMENT?</b>	YES	NO

Signature

Date